



Spring 04  
Sixth Edition

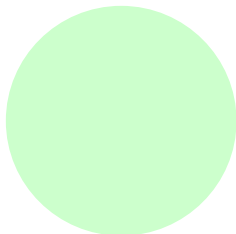
# Personnel & Document Security Newsletter



USDA/DA/OPPM/PDSD (202) 720-7373

## Special events in our office

- Automated Briefing System
- eClearance Initiatives
- Web Presence



## Individual Highlights:

- Word Scramble 3
- Justifications 4
- Drug Free Workplace Program 5

The Personnel and Document Security Division (PDSD) is pleased to post our 6<sup>th</sup> newsletter. Articles on our eGov work, online security guide, security briefings, and other topics of interest are presented. Please note that mission areas/staff offices will be asked soon to certify that all employees needing security clearances have them.

As always, we appreciate your feedback on our newsletters and web site. Many thanks to Carrie Moore who has developed this newsletter for the Division.

*Marty Brumback*

Marty Brumback, PDSD Chief

## *eClearance Initiatives in PDSD: eQIP*

PDSD continues to make solid progress towards the implementation of **Electronic Questionnaires for Investigations Processing (eQIP)**, which will allow for the automation of security questionnaire processing and will further demonstrate USDA's commitment to the President's eGovernment initiatives.

The PDSD staff along with security representatives from the Agricultural Research Service, Office of Chief Information Officer, and Office of Inspector General attended an eQIP training session sponsored by the Office of Personnel Management (OPM), on April 13, 2004. This was the first phase of implementation. Employees from those offices will begin submitting their Standard Form (SF) 86, Questionnaire

for National Security Positions, electronically through a secure server. This process will significantly reduce case processing times.

OPM projects that the SF85P (Questionnaire for Public Trust positions) and the SF85 (Questionnaire for Non-Sensitive positions) will be available on eQIP in the summer of 2004.

PDSD will begin to phase in a second group of USDA agencies that process requests for national security clearances in June 2004. Any staff office or mission area that is interested in getting started with eQIP should contact Susan Gulbranson at 202/205-9345.

## *eClearance Initiatives in PDSD: CVS*

The **Clearance Verification System (CVS)** allows authorized users to access the personnel security investigations history and clearance records of government employees.

As government agencies input their security clearance data into CVS, USDA and other federal agencies will be able to verify an employee's security clearance information immediately, thereby negating the need to pass clearances for meetings, events, and

training to other government agencies that are also using CVS.

Employees attending such events should continue to submit the "Request to Pass a Security Clearance" form until further notice.

PDSD has successfully uploaded clearance data into CVS since January 2003, to include the most recent submission this month through OPM's secure portal.



## *The Automated Briefing System by PERSEREC*



The **Automated Briefing System (ABS)** is being developed by the Defense Personnel Security Research Center (PERSEREC) to automate security and threat awareness briefings for personnel with access to classified or other sensitive national security information. Used in conjunction with the online Security Guide, ABS will be designed to ask questions to test that the required reading has been done and the key points have been learned.

PDSD is currently customizing ABS to provide both initial security briefings and annual, refresher security awareness briefings. In each instance,

an employee/contractor will be asked a series of questions that correspond to the material in the online Security Guide. Each question is assessed points, with a minimum passing score of 75%. If successfully passed, a certificate will appear at the end of the training session. If failed, the employee/contractor will have the opportunity to retake the training.

PDSD plans to have the Automated Briefing System ready for use by Summer 2004.

Questions regarding this system can be addressed to Carrie Moore at 202/720-3487.

## *Updating the Online Security Guide*

The PDSD Information Security Staff (ISS) is in the process of updating the *Online Security Guide*, developed by the Defense Personnel Security Research Center (PERSEREC). This revised edition will include updated security policies that have been enacted since the initial version was created in October 2001.

We will be incorporating the revised

*Online Security Guide* with the new Automated Briefing System (ABS) this summer.

Questions about the *Online Security Guide* should be directed to PDSD at [pdsd@usda.gov](mailto:pdsd@usda.gov) or to the Security Awareness Program at the DSS Academy, at [security.awareness@mail.dss.mil](mailto:security.awareness@mail.dss.mil).

*Oh, give us pleasure in  
the flowers today;  
And give us not to  
think so far away  
As the uncertain  
harvest; keep us here  
All simply in the  
springing of the year.*

Robert Frost



## *Highlights from the DOE Access Adjudications Seminar*

In February, Carrie Moore, Senior Personnel Security Specialist, attended the Department of Energy's Access Adjudications Seminar in Las Vegas, Nevada.

The conference covered personnel security topics such as alcohol abuse and rehabilitation, mental/emotional problems, falsification, dishonesty, suitability, and counterintelligence /counterterrorism issues and awareness.

Gerald Schroeder with the Department of Justice (DOJ) and the Interagency Personnel Security Working Group spoke about the origins of Executive Order 12968, Access to Classified Information, and stressed that adjudications be

based on the whole-person concept. Schroeder stated, "Adjudicative decisions should not be based on the absence of negative information, but on the affirmative of positive information." The Personnel Security Working Group is planning to update the adjudicative guidelines, no final date set for completion.

Peter Sharpe, U.K. Atomic Weapons Establishment, spoke about personnel security practices in the United Kingdom. Do you hate completing OPM's SF86? The U.K.'s questionnaire is anywhere from 36-54 pages long and is on individual CD's for completion! They plan on making it web-based this year.



### *Security Word Scramble!*

OPM categorizes issues developed during an investigation under one of fourteen categories. Do you know them all?

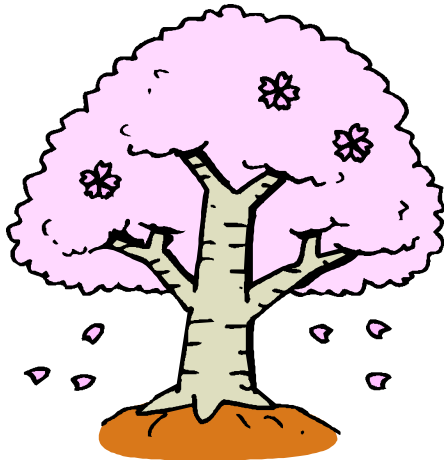
Unscramble the following words:

- 1) ntinaxcslot \_\_\_\_\_
- 2) Dgru eUs \_\_\_\_\_
- 3) liacniFan \_\_\_\_\_
- 4) ytilibisnopseR \_\_\_\_\_
- 5) limCrina Ctcudno \_\_\_\_\_
- 6) snHoety \_\_\_\_\_
- 7) netloiV Bheariov \_\_\_\_\_
- 8) eanmrbteD \_\_\_\_\_
- 9) oylaytL dan \_\_\_\_\_
- 10) Scerutiy \_\_\_\_\_
- 11) aitausoilQnicf \_\_\_\_\_
- 12) oiAsaetscs \_\_\_\_\_
- 13) Rateevlsi \_\_\_\_\_
- 14) elnlaMosuecsi \_\_\_\_\_
- 15) pmloEtnyme \_\_\_\_\_
- 16) Msicnodcut \_\_\_\_\_
- 17) eoanpsW \_\_\_\_\_



See page 6 for the answers!





*All the world is a stage,  
And all the men and women  
merely players.  
They have their exits and  
entrances;  
Each man in his time plays  
many parts.  
William Shakespeare*



## Staff Developments

The PDSD Personnel Security Branch (PSB) is pleased to announce two new additions to the team:

**Mr. Arviet Thorpe** has accepted a position in PSB as a Personnel Security Specialist, GS-12. Mr. Thorpe is currently employed by the Defense Office of Hearings and Appeals (DOHA) as an adjudicator and also served a full career in the United States Air Force. He will be joining us on Monday, April 19<sup>th</sup>.

**Diana Barker**, Personnel Security Specialist contractor with the US Investigations Service (USIS), has replaced Anthony Balbosa. Diana will begin with PDSD on Monday, April 19<sup>th</sup>.

The Information Security Staff's (ISS) vacancy announcement for an Information Security Specialist (GS-13) closed Wednesday, March 24<sup>th</sup>. The selected candidate will be announced in the next newsletter.

## Submitting Adequate Justifications for Clearance Requests

All requests for security clearances require a specific justification explaining the need for the access to classified national security information as it relates to an employee's /contractor's duties. In accordance with Executive Order 12968, eligibility for access to classified information shall only be granted based on a demonstrated, foreseeable need for access. Requesting or approving eligibility in excess of actual requirements is prohibited.

The Personnel Security Branch created and distributed the new **Justification for Requested Security Clearance** form

in March 2004 to promote and ensure full compliance with E.O. 12968. As the number of clearance requests continues to rise, it is the responsibility of the Personnel Security Branch to monitor and justify our approvals for access to classified information. Please be sure to read the instructional page attached to the form for additional guidance.

The new form should be implemented immediately and attached to all **Request for Personnel Security Services** packages where a security clearance is needed.

If you have any questions, please contact Susan Gulbranson at 202/720-7373.

## Security Debriefings

Please remember that anyone holding a USDA security clearance must undergo a security debriefing prior to leaving their duty position, unless the employee is transferring to a position *within* USDA that requires the same level of clearance.

At the debriefing, the employee will be asked to sign the SF312, **Classified Information Nondisclosure Agreement** form, Security Debriefing Acknowledgement section. This section reaffirms that employees are aware of the provisions, federal criminal laws and executive orders applicable to the

safeguarding of classified information; that they have returned all classified information in their custody; that they will not communicate or transmit classified information to any unauthorized person or organization; and that they will promptly report to the FBI any attempt by an unauthorized person to solicit classified information.

Please contact PDSD at 202/720-7373 to arrange for a debriefing. PDSD should be notified 10-14 calendar days prior to the employee's departure from USDA.







## *News from the Information Security Staff*

The U.S. Information Security Oversight Office (ISOO) will be conducting an audit on the USDA information security program in the first quarter of FY05. ISOO may visit your office to see how you are marking and storing your classified documents. Preparations for this audit will involve all mission areas and offices within USDA who handle classified information. Additional details will be announced as the audit approaches.

Each year ISOO gathers relevant statistical data regarding each agency's security classification program. ISOO analyzes these data and reports them, along with other relevant information, in its Annual Report to the President. This report includes cost estimates associated with information security programs.

The *Sensitive Security Information* cover sheets, Form AD 1184, have been printed. If you would like to order the cover sheets, please call Diane Dixon or Karen Maguire with the Information Security Staff at 202/720-7373.

The Agriculture Acquisition Regulation (AGAR) Advisory NO. 61, **Safeguarding Classified National Security Information**, dated March 2, 2004, is now available online. The advisory explains what is required of USDA to provide access to classified information to USDA contractors. You can find it at <http://www.usda.gov/procurement/policy/advisories.html#61>.

We're online! Visit us on our web site at <http://www.usda.gov/da/infosec/index.htm>.



## *Drug Free Workplace Program (DFWP) and Security Clearances*

You may be asking how the DFWP can impact a person's security clearance? In addition to the illegalities associated with certain drug use, drug usage may result in: the inability of an employee to properly perform his/her duties; involvement in indiscretions while under the influence of drugs; or susceptibility to financial considerations that could cause the employee to compromise classified information for personal gain.

Any employee that possesses a security clearance at the Top Secret level is subject to random drug testing per the *USDA Drug Free Workplace Policy* (Appendix A). Furthermore, all

vacancy announcements for positions requiring a Top Secret security clearance must include the following statement:

"Incumbents of this position will be required to submit to urinalysis to screen for illegal drug use on an ongoing basis after appointment, as directed."

The failure of vacancy announcements to contain this notice will not preclude testing once an employee is cleared for Top Secret.

Any questions concerning the USDA DFWP should be directed to Ms. Carol Pape at 202/720-9010 or email at [carol.pape@usda.gov](mailto:carol.pape@usda.gov).



The ultimate measure of a man is not where he stands in moments of comfort *and* convenience, but where he stands at times of challenge *and* controversy.  
*Martin Luther King Jr.*





#### Our Address

1400 Independence Ave, SW  
STOP 9305, Room S310  
Washington, DC 20250

#### Phone:

(202) 720-7373

#### Fax:

(202) 720-7708

#### E-Mail:

[pdsd@usda.gov](mailto:pdsd@usda.gov)

#### Word Scramble Answers!

1. Intoxicants
2. Drug Use
3. Financial Responsibility
4. Criminal Conduct
5. Honesty
6. Violent Behavior
7. Debarment
8. Loyalty and Security
9. Qualifications
10. Associates
11. Relatives
12. Miscellaneous
13. Employment Misconduct
14. Weapons

## *E-GOV Initiatives: Web Presence*

All USDA web sites are currently in the planning stages of the Web Presence initiative. The purpose of Web Presence is to enhance each web site's presentation, usability, and overall customer experience. This new look is already visible on the main [usda.gov](http://usda.gov) site. The result will be a consistent look and navigation across all USDA sites.

The new PSDS web site will offer all of our customers a more streamlined connection to forms, security information, and online security training.

The implementation of the new site will occur in the final stage of the Web Presence initiative in late 2004.

## *Office Renovations*

As many of you are aware, the offices occupied by the Personnel and Document Security Division, Continuity of Operation's Planning Staff (COOP), and Emergency Operations staffs in the sub-basement of the South Building have been under renovation for several months.

As the construction continues, we would like to keep you posted of changes to our mailing address and room numbers, as well as any contact number changes.

All PSDS mail should now be directed to Room S310, Mail Stop 9305. An

additional fax line will be announced shortly.

Marty Brumback, Chief of PSDS, Susan Gulbranson, Chief of PSB, and Diane Dixon, Chief of ISS, have moved into their new offices. Their offices are located in renovated space in the former room S302. The entrance at S302 is now an emergency exit only. Visitors will now enter down the hall, through the double-glass doors, at the S310 main entrance.

For all general questions or comments, please email us at [pdsd@usda.gov](mailto:pdsd@usda.gov).

## *Final Thought...*

If you would like to see PSDS address a particular topic, process, or guideline in a future newsletter, please submit your request to PSDS at [pdsd@usda.gov](mailto:pdsd@usda.gov).

*We're on the Web!*

*See us at:*

<http://www.usda.gov/da/pdsd/>

